

**County of Santa Clara**  
**Office of the County Executive**  
Office of Emergency Services



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CE06 040709

Prepared by: Miguel Grey  
Emergency Services Program Manager

Submitted by: Kirstin Hofmann  
Director, Office of Emergency Services

DATE: April 7, 2009

TO: Board of Supervisors

FROM:

A handwritten signature in black ink, appearing to read "Gary Graves".

Gary A. Graves  
Acting County Executive

SUBJECT: Delegation of Authority to Contract with the California Department of Rehabilitation (DOR).

**RECOMMENDED ACTION**

Approve delegation of authority to the Director of the Office of Emergency Services , or designee, to negotiate, execute, amend and terminate contract with the California Department of Rehabilitation (DOR) relating to providing training for local government staff and community members on the use of an Accessibility Checklist for Disaster Shelters in an amount not to exceed \$18,000 for period April 7, 2009 through June 30, 2009, including one renewal option, following approval by County Counsel as to form and legality, and approval by the Office of the County Executive. Delegation of authority shall expire on December 31, 2009.

**FISCAL IMPLICATIONS**

There is no fiscal impact to the General Fund as a result of this action. Expenses for the proposed Agreement will be offset by revenues from the FY 2007 Urban Area Security Initiative (UASI) grant for Community Preparedness and Resiliency planning projects. Expenses and revenues are already budgeted in the Office of Emergency Services.

**CONTRACT HISTORY**

None.

## **REASONS FOR RECOMMENDATION**

The Disaster Sheltering Annex Tool and Training Project was approved as one of the community preparedness and resiliency planning and projects funded through the 2007 UASI grant. Funding of \$70,000 was authorized to (1) develop a template for local jurisdictions to create an "annex" to their Emergency Operations Plan that focuses on guidelines and strategies for sheltering for vulnerable populations in a disaster; and (2) provide outreach, resource and training coordination that will develop local expertise on providing accessible disaster sheltering for people with disabilities.

Project management is being provided through a contract with Swardenski Consulting Services, as approved at the February 10th Board meeting. Ms. Swardenski will customize an accessibility survey as needed, convene a local task force, coordinate shelter sites for survey work, identify training facility options, do outreach to local volunteers and professionals interested in serving as shelter site accessibility evaluators, procure training equipment and supplies, schedule trainings, prepare training materials, assist with training execution, compile a list of training attendees, assist with scheduling site survey visits, provide suggested framework for cities to compile and catalog survey findings and provide suggested planning strategies and practices for increasing ADA accessible shelter resources.

Training on site accessibility evaluation will be provided through a contract with the California Department of Rehabilitation (DOR), which utilizes a specialized tool, the Accessibility Checklist for Disaster Shelters Checklist. The resulting trained cadre of up to 36 local government staff and community members will be ready to assist emergency managers with assessment of facilities identified as potential disaster shelter sites.

A Board Contract is required by California DOR procurement policy which states, "When one of the contracting parties is a county, city, district, or other local public body, the contract shall be accompanied by a copy of the resolution, order, motion, or ordinance of the local governing body, which by law has authority to enter into the proposed contract, authorizing execution of the agreement." The requested delegation of authority will streamline the approval process and allow timely completion of the project in keeping with the spending period for the UASI grant by June 30, 2009.

## **BACKGROUND**

The 2007 Bay Area Urban Area Security Initiative (UASI) includes funding for community preparedness and resiliency planning and projects. The County Office of Emergency Services (OES), a sub recipient of UASI funds, issued an RFP in November 2008 requesting proposals that would enhance the capability of individuals, families, communities, businesses, or large facilities to prevent, mitigate against, respond to and/or recover from all-hazards catastrophic events. Swardenski Consulting Services submitted a proposal in response to the RFP, which was chosen for implementation.

This project will build on and bring to closure similar local efforts which would otherwise remain incomplete on a county-wide basis. The project includes work with an array of community partners to meet the needs of a variety of vulnerable populations in a disaster. The collaborative efforts among local government, emergency management, community and faith-based organizations will enhance the ability of Santa Clara County to address and meet critical needs in this area.

## **CONSEQUENCES OF NEGATIVE ACTION**

The County of Santa Clara will not be able to contract with the California Department of Rehabilitation (DOR) and a cadre of local government staff and community members would not be able to assist emergency managers with assessment of facilities identified as potential disaster shelter sites as intended by the RFP Review Committee.

**STEPS FOLLOWING APPROVAL**

No steps required by the Clerk of the Board.